FGDMS

Family Group Decision Making System

USER MANUAL

VERSION 1.0

March 2010

Ph: 888.600.4777
Fax: 412.366.7199
fgdmssupport@kitsolutions.net

KIT Solutions®, LLC
5700 Corporate Dr
Suite 530
Pittsburgh, PA 15237

TABLE OF CONTENTS

Tips for Using the Application Effectively 3
- Recommended Computer Settings 3
- Application Navigating 4
  - Menu Information 4
  - Landing Pages 6
  - Listing Pages 6
  - Edit Forms 7
  - Home Page 9
- Data Fields & Buttons 10
  - Edit Form Buttons 11

Family Information 12
- Family-Primary 12
- Family-Support 13

Services 14
- Identify & Track Goals 14
- Contact Summary/Safety Assessment 15
- Indirect Staff Time/Activities 16

Values for Life 17
- Values for Live 17

 © KIT Solutions® 2010

TIPS FOR USING THE APPLICATION EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the **Desktop background** and select **Properties**. Next, click on the **Settings** tab and move the **Screen Resolution** scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the **OK** button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by FGDMS is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by FGDMS. They may function but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars, and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like FGDMS require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that FGDMS may not function or appear properly. You should either disable the pop-up blocker while using FGDMS (while remembering to enable it, if desired, when not in FGDMS) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the "Internet Options" window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block Pop-Ups" checkbox is checked then click on the "Settings" button. You can now add the FGDMS link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from FGDMS.

*Note: These are instructions for Internet Explorer 6.0 and may be different for other Internet Explorer version.

© KIT Solutions® 2010

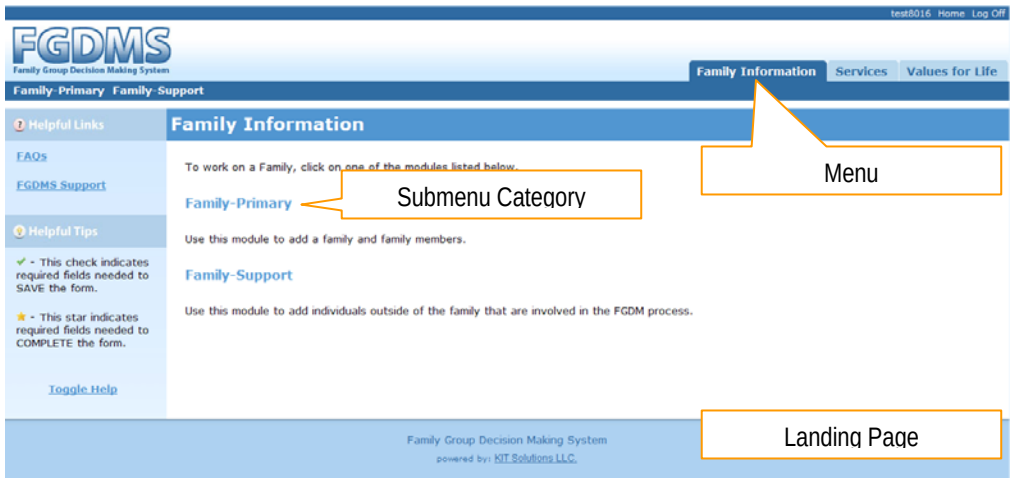
Application Navigating

FGDMS is set up in such a fashion that moving from left to right on the menu is the best approach to using the application. Start at Family Information, filling in all the information for that area, before moving on to the Services section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different sections are not completed, some modules will not work correctly.

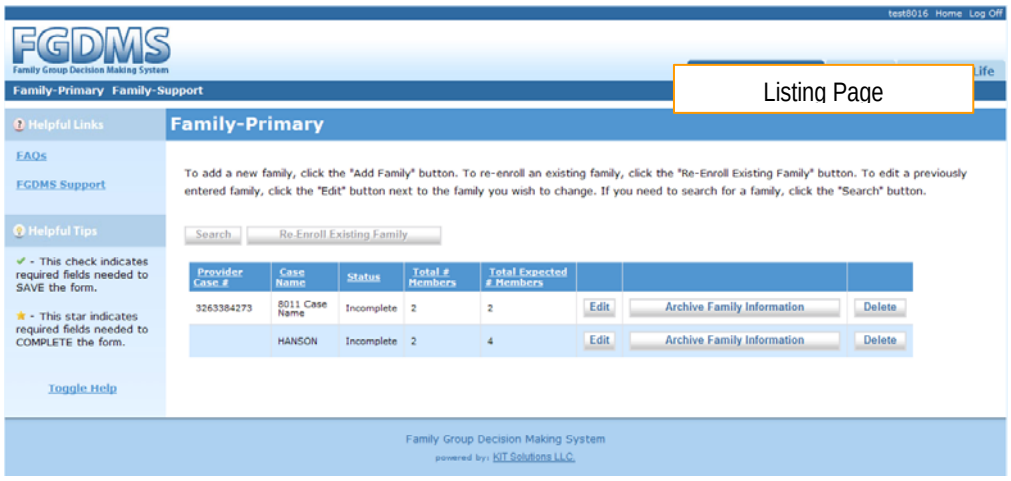
Menu Information

The Menu for FGDMS is located across the top of the screen. Some Menu categories may be broken down into submenu categories to choose from. The Menu categories list the main modules that are within the application. When a Menu category is selected a list of Submenu categories will be displayed on the Landing Page as links to access the modules/forms. (For more information on Landing Pages, see the Understanding the Landing Page section.)

1. Menu	Constant (unchanging). Available at all times.
2. Landing Page	Varies depending on which Menu category is selected. Displays the Submenu Categories.
3. Submenu Category	Varies depending on which Menu category is selected.
4. Listing Page	Varies depending on which Submenu Category is selected.



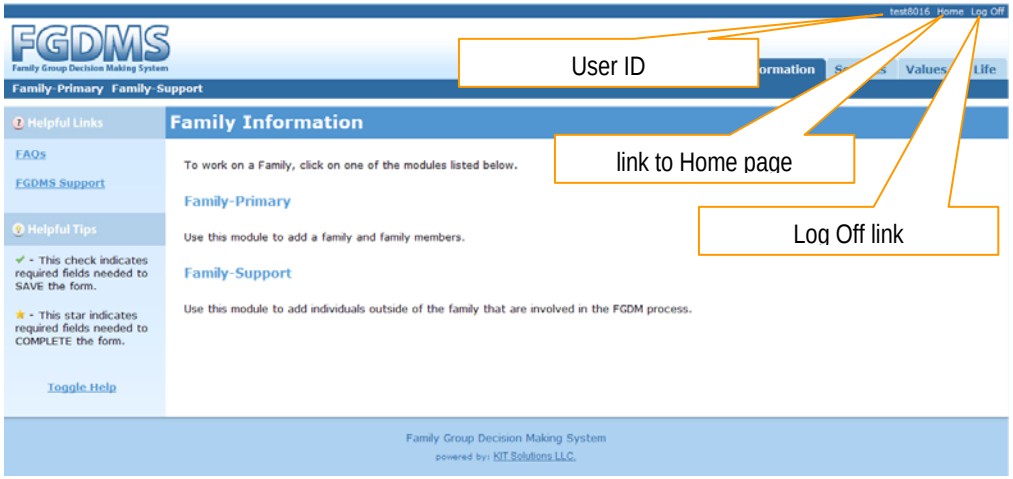
This is a screenshot of a Landing Page



This is a sample screenshot of a Listing Page

 © KIT Solutions® 2010

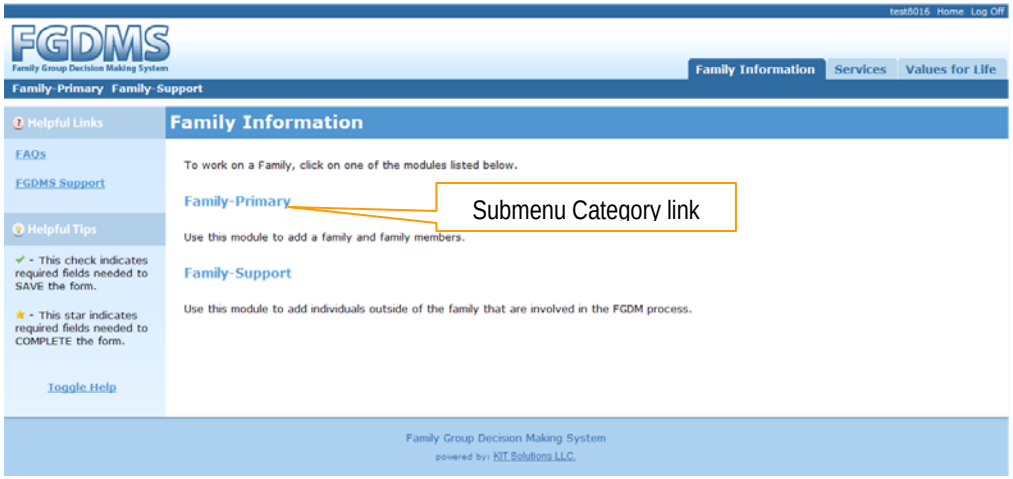
The top of the Menu provides links to the Home page and to Log Off (Log Off) of the application. The User ID of the user currently logged into the application is also displayed.


User ID
link to Home page
Log Off link
test8016 Home Log Off
FGDMS
Family Group Decision Making System
Family-Primary Family-Support
Helpful Links
FAQs
FGDMS Support
Helpful Tips
- This check indicates required fields needed to SAVE the form.
- This star indicates required fields needed to COMPLETE the form.
Toggle Help
Family Information
To work on a Family, click on one of the modules listed below.
Family-Primary
Use this module to add a family and family members.
Family-Support
Use this module to add individuals outside of the family that are involved in the FGDM process.
Family Group Decision Making System
powered by: KIT Solutions LLC.

 © KIT Solutions® 2010

Landing Pages

When first entering a module you may see a list of the Submenu Categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each Submenu Category as a link to the Listing Page and Edit Forms. (For more information on the Listing Pages and Edit Forms, see the Using the Listing Page section and Edit Forms section.) No data is entered on a Landing Page.


test8016 Home Log Off
FGDMS
Family Group Decision Making System
Family Information
Services
Values for Life
Family-Primary Family-Support
Helpful Links
Family Information
FAQs
FGDMS Support
To work on a Family, click on one of the modules listed below.
Family-Primary
Submenu Category link
Helpful Tips
Use this module to add a family and family members.
✔ - This check indicates required fields needed to SAVE the form.
Family-Support
★ - This star indicates required fields needed to COMPLETE the form.
Use this module to add individuals outside of the family that are involved in the FGDM process.
Toggle Help
Family Group Decision Making System
powered by: KIT Solutions LLC.

To open a Submenu Category:

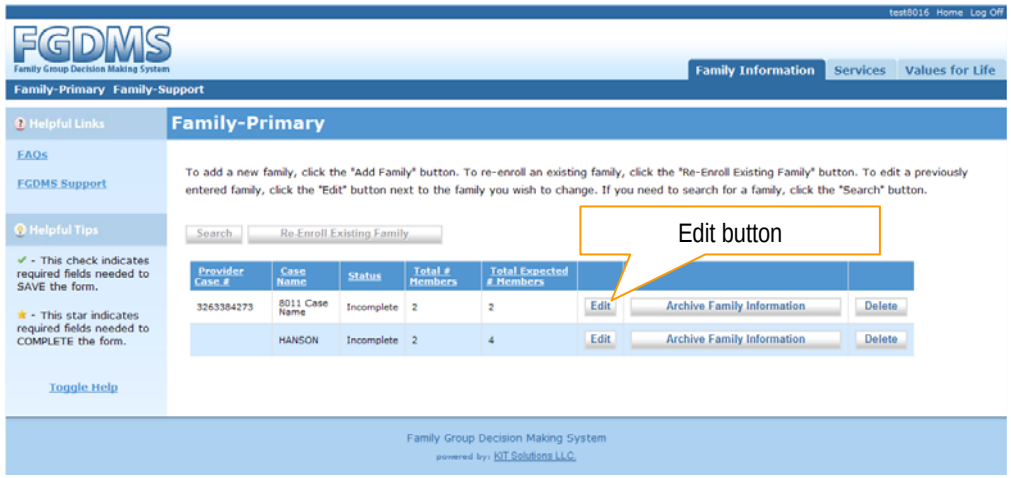
- Click on the Landing Page Submenu Category link.

Listing Pages

After selecting a Submenu Category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the application allows you to select previously entered data to edit or view its content. No data is entered on a Listing Page.

The Listing Page displays the data in tables, or grids. Specific pieces of data will be displayed within the table based on fields within the Edit Form (for more details on the Edit Form, see the Edit Forms section).

- When first viewing a Listing Page, all of the data is available for searching. Click the Edit (Edit) button to the right of the data you would like to edit/view.
- You will be taken to the Edit Form. This page will be in edit mode (the data fields will be "open" for data entry). Make any changes needed to the form. Click the Save (Save) button to save any changes that were made.



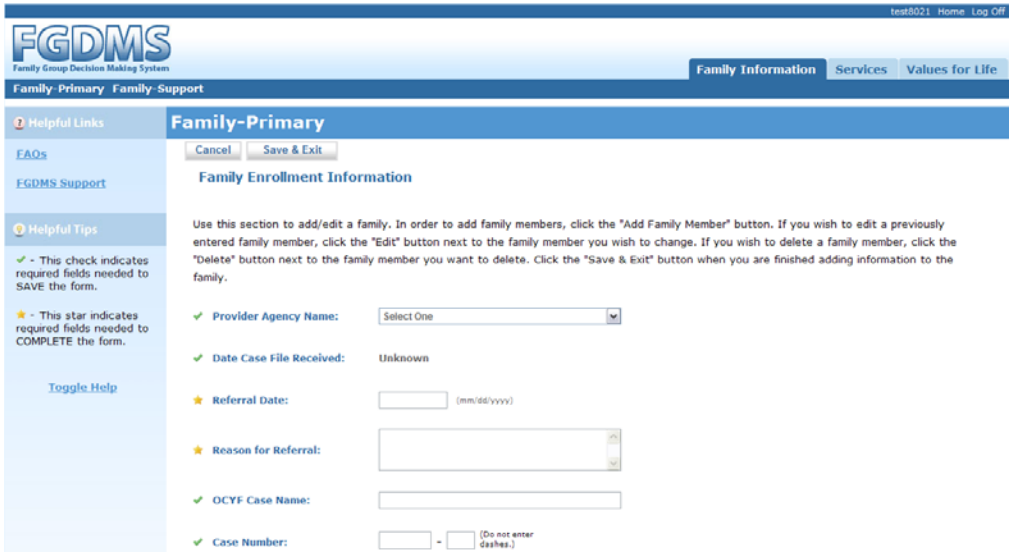
This is a sample screenshot of a Listing Page

 © KIT Solutions® 2010

Edit Forms

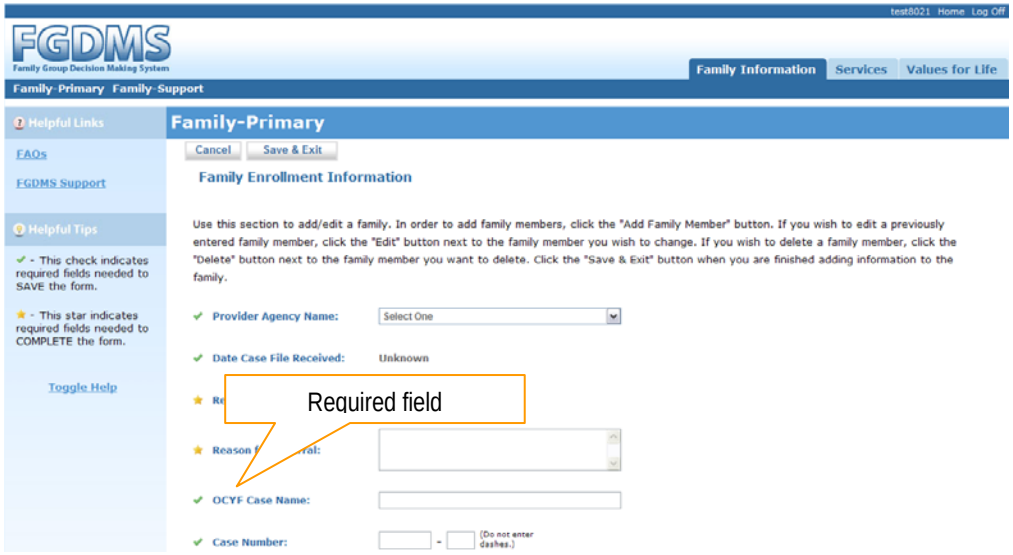
The Edit Form contains the fields for entering and editing data. The buttons for saving, cancelling, deleting, printing, and in some cases, adding and editing, are available at the top right of the form. (For additional details on the function of these buttons, see the Data Fields & Buttons section.)

- Click the Add (Add) button from the Listing Page to enter new information into a Form. The Edit Form data fields will be blank.
- Click the Edit (Edit) button from the Listing Page to modify or view existing data. The fields will contain previously entered data.


test8021 Home Log Off
FGDMS
Family Group Decision Making System
Family Information
Services
Values for Life
Family-Primary Family-Support
Helpful Links
FAQs
FGDMS Support
Helpful Tips
- This check indicates required fields needed to SAVE the form.
- This star indicates required fields needed to COMPLETE the form.
Toggle Help
Family-Primary
Cancel
Save & Exit
Family Enrollment Information
Use this section to add/edit a family. In order to add family members, click the "Add Family Member" button. If you wish to edit a previously entered family member, click the "Edit" button next to the family member you wish to change. If you wish to delete a family member, click the "Delete" button next to the family member you want to delete. Click the "Save & Exit" button when you are finished adding information to the family.
Provider Agency Name:
Select One
Date Case File Received:
Unknown
Referral Date:
(mm/dd/yyyy)
Reason for Referral:
OCYF Case Name:
Case Number:
(Do not enter dashes.)

This is a partial screenshot of a blank Family-Primary Edit Form

If a required field does not have data entered into it and you try to save the form, you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save the form. Those fields that are required to save the form have a ✔ (checkmark) to the left of the field name.


test8021 Home Log Off
FGDMS
Family Group Decision Making System
Family Information
Services
Values for Life
Family-Primary Family-Support
Helpful Links
FAQs
FGDMS Support
Helpful Tips
- This check indicates required fields needed to SAVE the form.
- This star indicates required fields needed to COMPLETE the form.
Toggle Help
Family-Primary
Cancel
Save & Exit
Family Enrollment Information
Use this section to add/edit a family. In order to add family members, click the "Add Family Member" button. If you wish to edit a previously entered family member, click the "Edit" button next to the family member you wish to change. If you wish to delete a family member, click the "Delete" button next to the family member you want to delete. Click the "Save & Exit" button when you are finished adding information to the family.
Provider Agency Name:
Select One
Date Case File Received:
Unknown
Required field
OCYF Case Name:
Case Number:
(Do not enter dashes.)

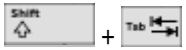
© KIT Solutions® 2010

Tips

- You must click the Save (Save) button before moving on to the next section in the application.

Computer Keys

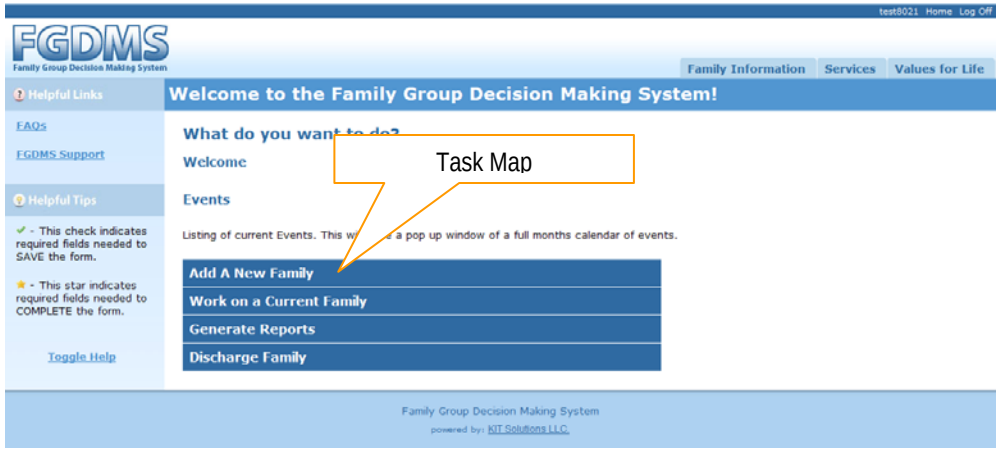
While entering information into an Edit Form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys.

Key	Description	Function
	Cursor	Points to desired location
	TAB key	Moves the cursor to the next data field
	SHIFT key + TAB key	Moves the cursor to the previous data field
	Control (CTRL) key	Enables blocked material to open (due to pop-up blockers)
	Mouse	Moves the cursor by pointing and clicking

© KIT Solutions® 2010

Home Page

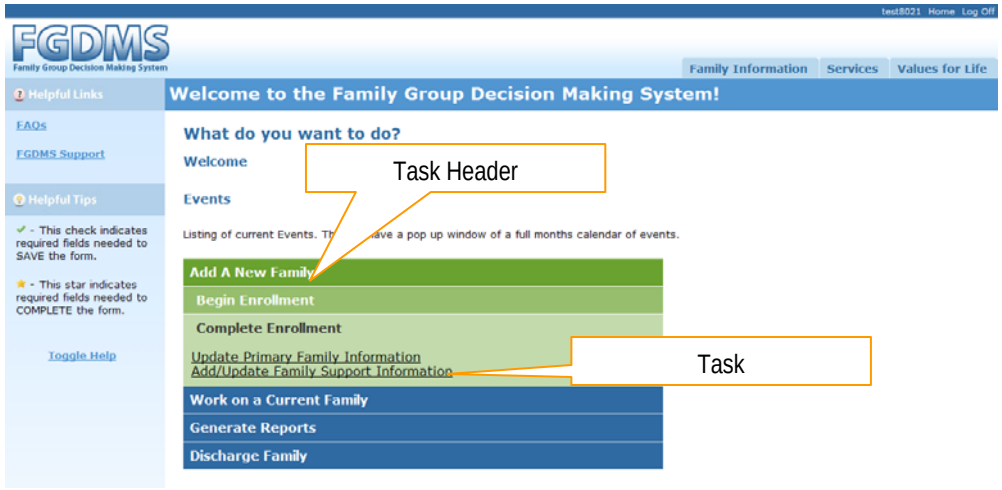
The Home Page lists all of the main Tasks that need completed within FGDMS. To go directly to the main tasks, use the Task Map on the Home page.


test8021 Home Log Off
FGDMS
Family Group Decision Making System
Family Information
Services
Values for Life
Helpful Links
Welcome to the Family Group Decision Making System!
FAQs
FGDMS Support
What do you want to do?
Welcome
Task Map
Events
Helpful Tips
Listing of current Events. This w a pop up window of a full months calendar of events.
✓ - This check indicates required fields needed to SAVE the form.
★ - This star indicates required fields needed to COMPLETE the form.
Add A New Family
Work on a Current Family
Generate Reports
Discharge Family
Toggle Help
Family Group Decision Making System
powered by: KIT Solutions LLC

This is a screenshot displaying the Home page

- Click on a **Task Header** to open a list of the available **Tasks**.
- To go to the form for data entry, click on the appropriate **Task**.

Once another Task Header is selected, all other Task Headers will close so only the Tasks associated with the selected Task Header are showing.

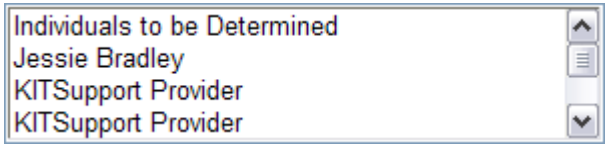


This is a screenshot displaying the Home page

© KIT Solutions® 2010

Data Fields & Buttons

In FGDMS there are several fields, boxes, and buttons that are used to collect, store, print, organize, and delete data. Here are some examples.

Type	Preview
Text Field (aka 'Text Box')	
Dropdown List (aka 'Pull Down Menu')	
Multiple Selector Box	
Radio Buttons	
Check Boxes	
Required Field needed to Save Form	
Required Field needed to Complete Form	

Tips

- To select multiple data at one time from a Multiple Selector Box, hold the control (CTRL) key on the keyboard and left click the mouse on any of the data options that you'd like to include in your entry.
- Type an identifying letter of an item in a dropdown list to appear in the box.

 © KIT Solutions® 2010

Edit Form Buttons

Information is entered and edited through the Edit Forms (For additional details on Edit Forms, see the Edit Forms section). The table below summarizes the buttons used to enter/edit information into an Edit Form.

Add Individual	Must be clicked first to add new information to an Edit Form (This button will vary by form.)
Cancel	Cancels the Add or Edit without saving information entered
Delete	Removes information currently on an Edit Form from the application database
Edit	Allows the Edit Form fields to be "open" for modification
Save or Save & Exit	Adds the information entered on an Edit Form to the application database

Additional Application Buttons

Below are some additional buttons that may appear within a form.

Cancel Search	Stops the application from searching the MCI database for existing records
Check MCI Database	Reviews the MCI database to find an existing record
Search	Searches the application database for existing data
Archive Family Information	Archives a family that no longer receives services for history purposes
Re-Enroll Existing Family	Reenrolls a family that was no longer active

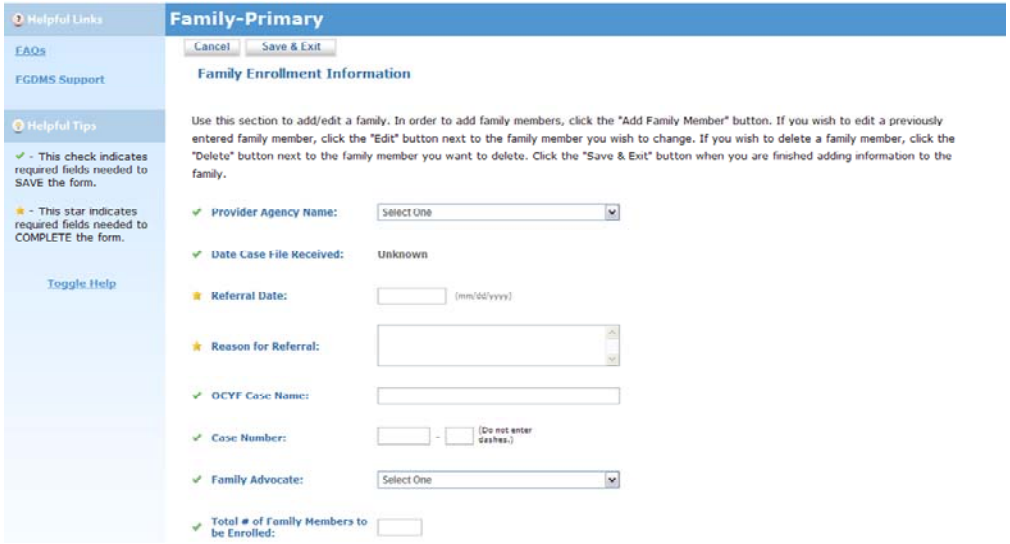
© KIT Solutions® 2010

Family-Primary

The Family-Primary module is used to add a family and family members.

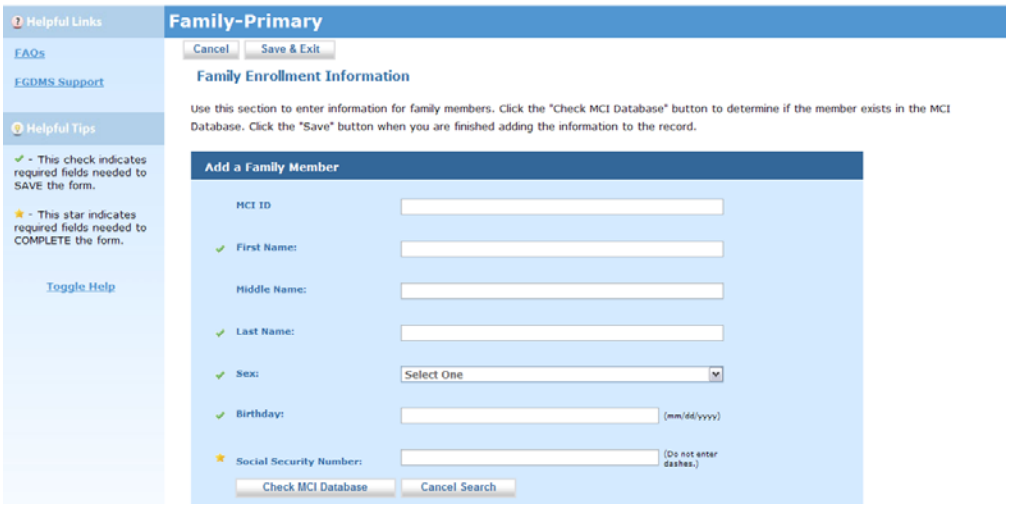
Add Family Enrollment Information

- Click the Add Family (Add Family) button.
- Fill in the required fields and any optional fields you desire.


Helpful Links
FAQs
FGDMS Support
Helpful Tips
- This check indicates required fields needed to SAVE the form.
- This star indicates required fields needed to COMPLETE the form.
Toggle Help
Family-Primary
Cancel
Save & Exit
Family Enrollment Information
Use this section to add/edit a family. In order to add family members, click the "Add Family Member" button. If you wish to edit a previously entered family member, click the "Edit" button next to the family member you wish to change. If you wish to delete a family member, click the "Delete" button next to the family member you want to delete. Click the "Save & Exit" button when you are finished adding information to the family.
Provider Agency Name:
Select One
Date Case File Received:
Unknown
Referral Date:
(mm/dd/yyyy)
Reason for Referral:
OCYF Case Name:
Case Number:
(Do not enter dashes.)
Family Advocate:
Select One
Total # of Family Members to be Enrolled:

Add a Family Member

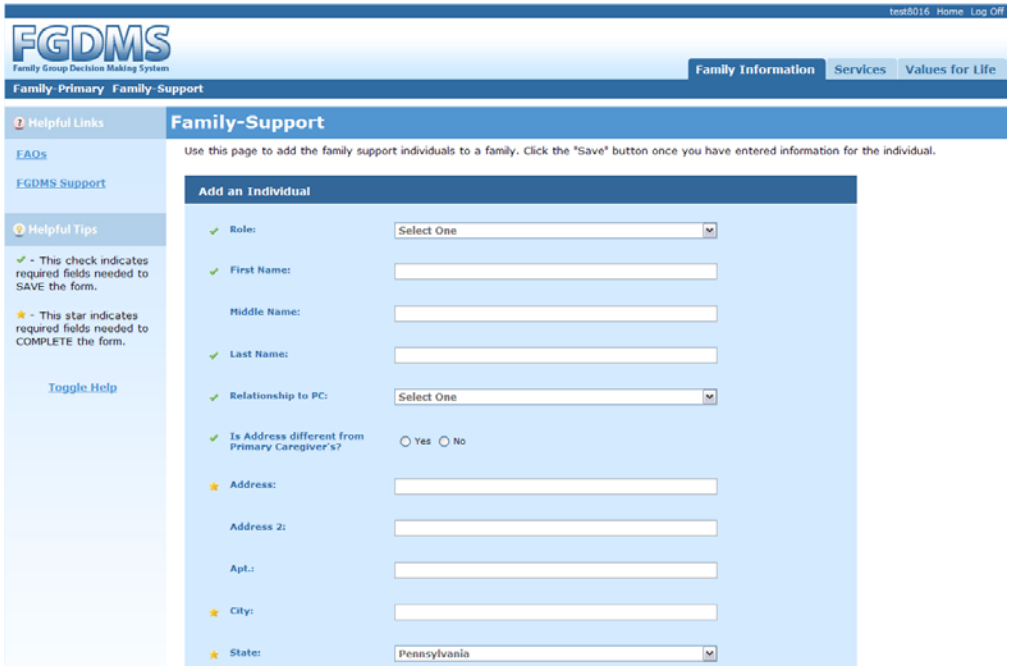
- Click the Add Family Member (Add Family Member) button.
- Fill in the required fields and any optional fields you desire.
- Click the Check MCI Database (Check MCI Database) button. Additional fields will appear.
- Fill out the rest of the required fields and any optional fields you desire.
- Click the Save (Save) button to save the Family Member form.
- Click the Save & Exit (Save & Exit) button to save the Family-Primary form.


Helpful Links
FAQs
FGDMS Support
Helpful Tips
- This check indicates required fields needed to SAVE the form.
- This star indicates required fields needed to COMPLETE the form.
Toggle Help
Family-Primary
Cancel
Save & Exit
Family Enrollment Information
Use this section to enter information for family members. Click the "Check MCI Database" button to determine if the member exists in the MCI Database. Click the "Save" button when you are finished adding the information to the record.
Add a Family Member
MCI ID
First Name:
Middle Name:
Last Name:
Sex:
Select One
Birthday:
(mm/dd/yyyy)
Social Security Number:
(Do not enter dashes.)
Check MCI Database
Cancel Search

 © KIT Solutions® 2010

Family-Support

The Family-Support module is used to add individuals outside the family that are involved in the FGDM process.



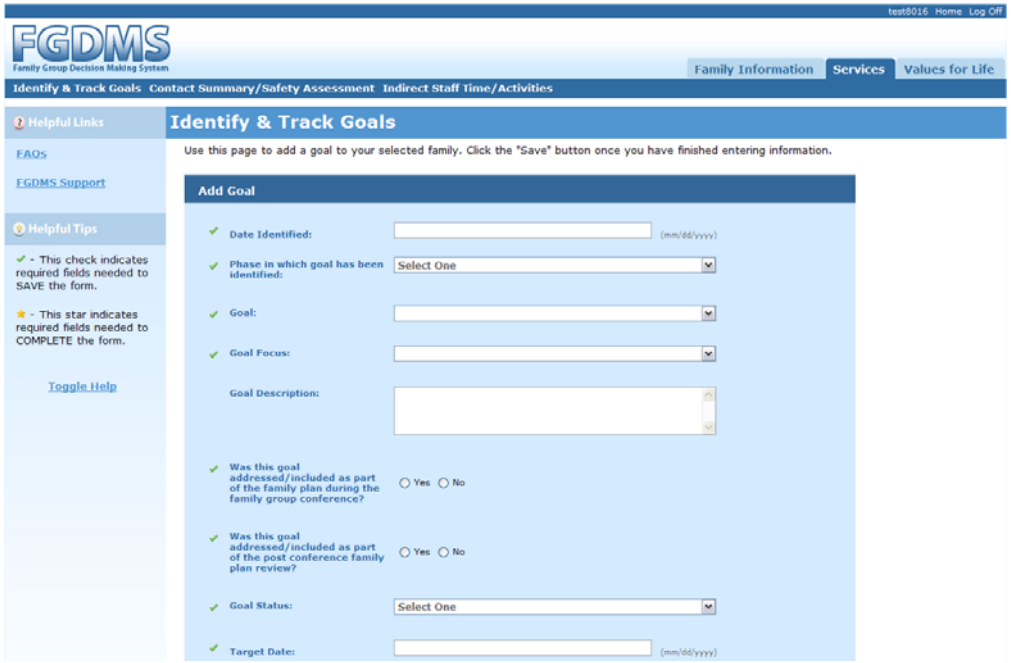
Add Family-Support

- Select the family name from the **Family Name** dropdown list.
- Click the Add Individual (**Add Individual**) button.
- Fill in the required fields and any optional fields you desire.
- Click the Save (**Save**) button to save the Family-Support form.

© KIT Solutions® 2010

Identify & Track Goals

The Identify & Track Goals module is used to add and edit goals for a family.



Add Goal

- Select the family name from the **Family Name** dropdown list.
- Click the Add Goal (**Add Goal**) button.
- Fill in the required fields and any optional fields you desire.
- Click the Save (**Save**) button to save the Identify & Track Goals form.

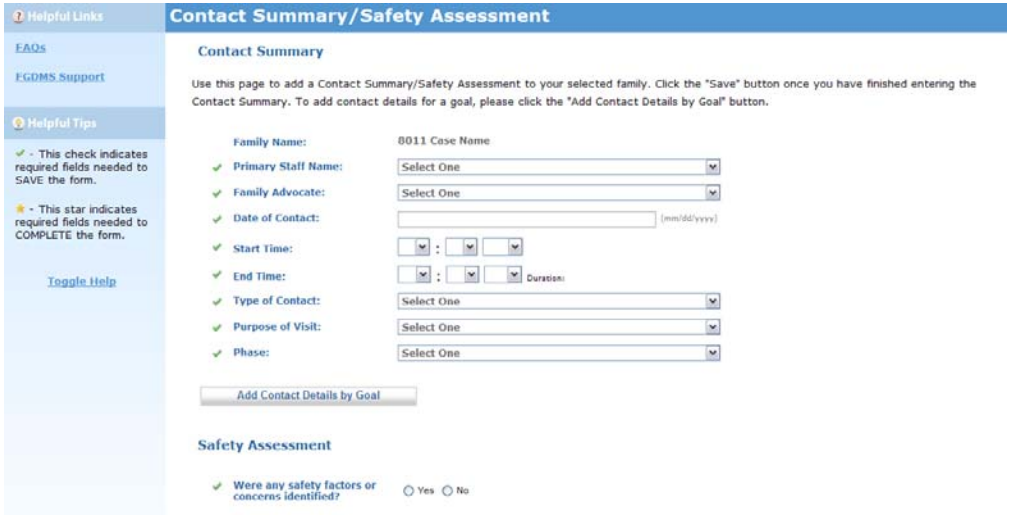
© KIT Solutions® 2010

Contact Summary/Safety Assessment

The Contact Summary/Safety Assessment module is used to add a Contact Summary and Safety Assessment for a family.

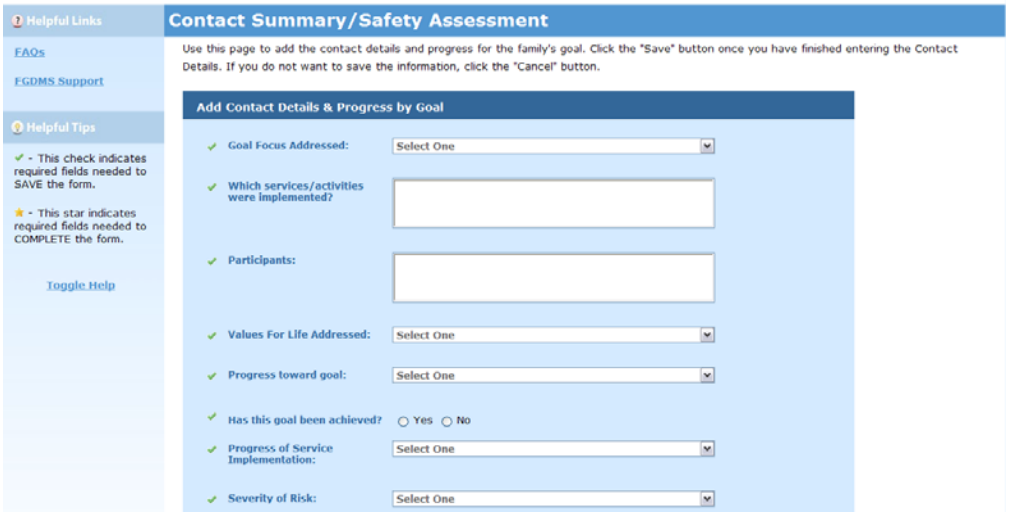
Add Contact Summary

- Select the family name from the **Family Name** dropdown list.
- Click the Add Staff Contact/Safety Assessment (**Add Staff Contact/Safety Assessment**) button.
- Fill in the required fields and any optional fields you desire.


Helpful Links
FAQs
FGDMS Support
Helpful Tips
- This check indicates required fields needed to SAVE the form.
- This star indicates required fields needed to COMPLETE the form.
Toggle Help
Contact Summary/Safety Assessment
Contact Summary
Use this page to add a Contact Summary/Safety Assessment to your selected family. Click the "Save" button once you have finished entering the Contact Summary. To add contact details for a goal, please click the "Add Contact Details by Goal" button.
Family Name:
8011 Case Name
Primary Staff Name:
Select One
Family Advocate:
Select One
Date of Contact:
(mm/dd/yyyy)
Start Time:
End Time:
Duration:
Type of Contact:
Select One
Purpose of Visit:
Select One
Phase:
Select One
Add Contact Details by Goal
Safety Assessment
Were any safety factors or concerns identified?
Yes
No

Add Contact Details & Progress by Goal

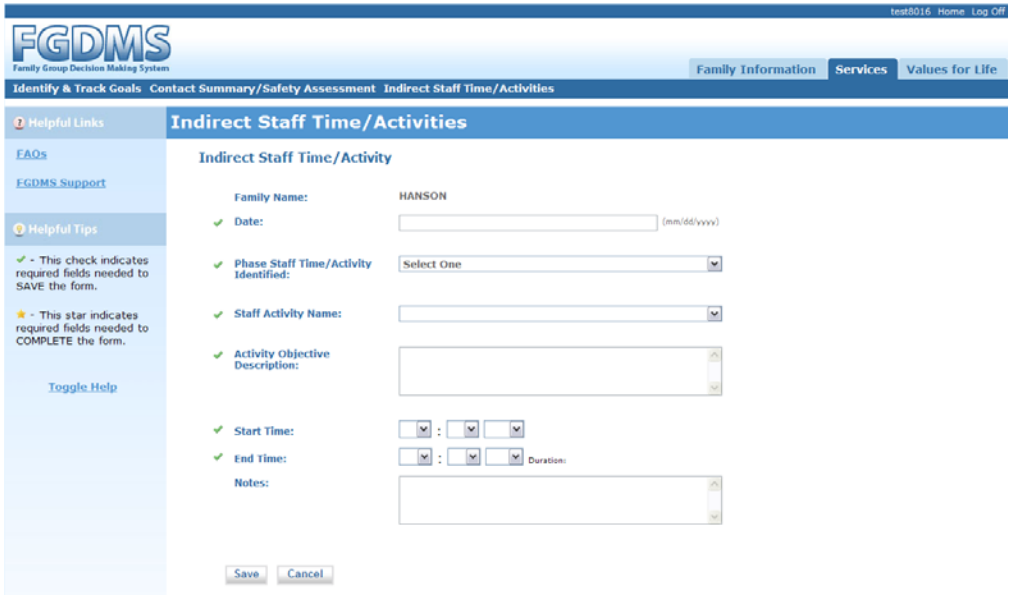
- Click the Add Contact Details by Goal (**Add Contact Details by Goal**) button.
- Fill in the required fields and any optional fields you desire.
- Click the Save (**Save**) button to save the Goal Contact Details.
- Click the Save (**Save**) button to save the Contact Summary/Safety Assessment.


Helpful Links
FAQs
FGDMS Support
Helpful Tips
- This check indicates required fields needed to SAVE the form.
- This star indicates required fields needed to COMPLETE the form.
Toggle Help
Contact Summary/Safety Assessment
Use this page to add the contact details and progress for the family's goal. Click the "Save" button once you have finished entering the Contact Details. If you do not want to save the information, click the "Cancel" button.
Add Contact Details & Progress by Goal
Goal Focus Addressed:
Select One
Which services/activities were implemented?
Participants:
Values For Life Addressed:
Select One
Progress toward goal:
Select One
Has this goal been achieved?
Yes
No
Progress of Service Implementation:
Select One
Severity of Risk:
Select One

 © KIT Solutions® 2010

Indirect Staff Time/Activities

The Indirect Staff Time/Activities module is used to add and edit indirect staff time and activities.



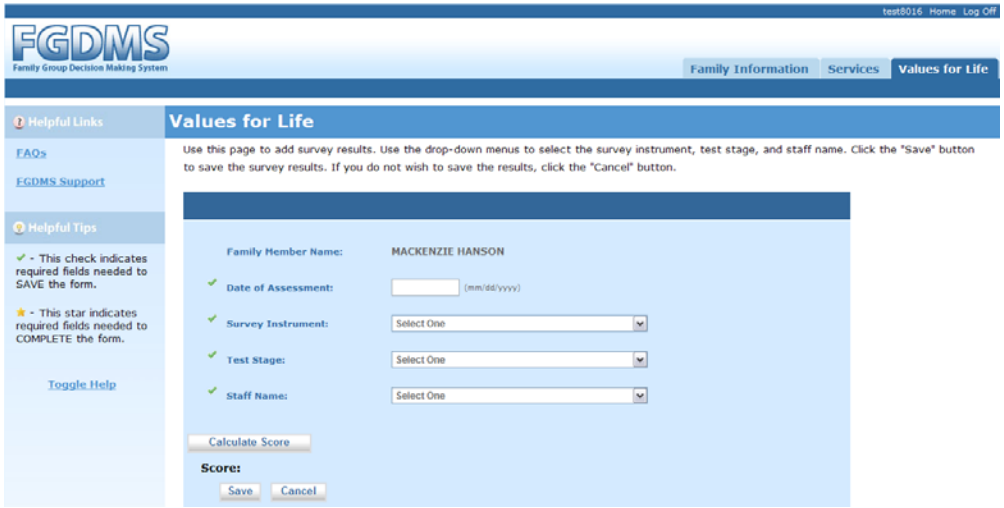
Add Staff Time

- Select the family name from the **Family Name** dropdown list.
- Click the Add Staff Time/Activity (**Add Staff Time/Activity**) button.
- Fill in the required fields and any optional fields you desire.
- Click the Save (**Save**) button to save the Indirect Staff Time/Activity form.

© KIT Solutions® 2010

Values for Life

The Values for Life module is used to add survey results for family members.


test8016 Home Log Off
FGDMS
Family Group Decision Making System
Family Information
Services
Values for Life
Helpful Links
FAQs
FGDMS Support
Helpful Tips
- This check indicates required fields needed to SAVE the form.
- This star indicates required fields needed to COMPLETE the form.
Toggle Help
Values for Life
Use this page to add survey results. Use the drop-down menus to select the survey instrument, test stage, and staff name. Click the "Save" button to save the survey results. If you do not wish to save the results, click the "Cancel" button.
Family Member Name:
MACKENZIE HANSON
Date of Assessment:
(mm/dd/yyyy)
Survey Instrument:
Select One
Test Stage:
Select One
Staff Name:
Select One
Calculate Score
Score:
Save
Cancel

Add Values for Life Survey Details

- Select the family name from the **Family** dropdown list.
- Select the family member from the **Family Member** dropdown list.
- Click the Add Survey Results (**Add Survey Results**) button.
- Click the Save (**Save**) button to save the Values for Life form.

© KIT Solutions® 2010